



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
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(775) 684-0150

MEMO PERD #8/00

March 20, 2000

MEMORANDUM

TO: All Payroll Clerks
FROM: Jeanne Greene, Director
Department of Personnel
SUBJECT: DAYLIGHT SAVINGS TIME

Daylight Savings Time will begin on Sunday, April 2, 2000, at 2:00 a.m. Employees who are working a shift during this time will lose an hour of work.

As explained in NAC 284.220:

"An employee, other than an excluded classified employee or excluded unclassified employee, who loses an hour of work during his scheduled shift because of a change of time to daylight savings time may, with the approval of the appointing authority, elect to take an hour of annual leave, compensatory time or leave without pay or, if required by the agency, must be scheduled to work an additional hour."

Employees paid through the Department of Personnel should note in the explanation column of the timesheet if they are making up the additional hour. Do not code Regular Time (PRT) for this time.

If you have additional questions, please contact the Department of Personnel's payroll section at 687-4218.

JG:cp

cc: Department Directors/Division Administrators
Agency Personnel Liaison
Agency Personnel Representative